

## Supplemental Sabbatical Leave Research Funding Programs

This application applies to the following types of sabbatical leave programs, as outlined in the Dalhousie Faculty Association Collective Agreement:

1. Supplemental Sabbatical/Special Leave or Educational Leave (Instructors only) Grant – DFA Collective Agreement Articles 30.22 and 30.32(f)
2. Leave Remuneration Paid as a Research Grant – DFA Collective Agreement Articles 30.28(b) and 30.32(i)

Please note:

Funds awarded through this program are issued through payroll and not as a Dalhousie research account. The Applicant is required to report the funding to the Canada Revenue Agency, as per Income Tax Folio S1-F2-C3.

All required certifications (for example, human ethics, biosafety and animal care) must be in place at the time of application.

No additional information will be reviewed beyond the information provided in this form.

Instructions:

1. Submit the completed form through the ROMEO Researcher Portal. **Deadline to submit: May 1st.**
  - a. Select and complete the Investigator Checklist, and upload the form to the Attachments tab.
  - b. Departmental and Faculty approval is required to confirm proposed budget aligns with sabbatical research plans previously approved by the Dean of your Faculty. Please note that in addition to this form, the applicant should upload their original sabbatical application to the Dean and the Dean's letter of approval through the ROMEO file. This is to facilitate Department/Faculty review and approval of the award application. Please note that ORS only reviews this form, and not the Faculty sabbatical application and Dean's letter of approval in this process.
2. Complete the form and budget table below.
  - a. There is no limit to the requested budget amount, however, the amount awarded will be determined based on the number of applications received and the funding available in the given fiscal year.
  - b. Please note the average value of a six month Supplemental Sabbatical/Special Leave Grant over the past three years has been approximately \$5,000.

**Application for Supplemental Sabbatical Leave Research Funding Programs**

<b>NAME:</b>		<b>EMPLOYEE #:</b>	B00
<b>Position:</b>		<b>Email:</b>	
<b>DEPARTMENT:</b>		<b>Faculty:</b>	
<b>PERIOD OF LEAVE:</b>			

<b>SHORT TITLE OF RESEARCH PROJECT PLANNED:</b>

<b>BUDGET</b>	
a) <b>Research salary and benefits/research stipend for trainees:</b>	\$
b) <b>Equipment/Computers/Software:</b>	\$
c) <b>Research Travel:</b>	\$
d) <b>Living Allowance:</b>	\$
e) <b>Miscellaneous expenses</b> (e.g. printing, photocopying, telephone & internet, stationery & office supplies):	\$
f) <b>Other</b> (Please specify):	\$
<b>TOTAL:</b>	\$

If the amount requested exceeds the available funding, please confirm whether you would like to apply for LEAVE REMUNERATION AS A RESEARCH GRANT (ARTICLES 30.28(b) and 30.32(i)):

- Yes   
 No

\*Please note: By selecting "Yes", these funds will be provided from the applicant's salary.